



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchoir, California Corporations Commissioner

Sunne Wright-McPeak, Agency Secretary

Release Date: August 4, 2006

CLASSIFICATION: **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**
Will consider Staff Services Analyst

FINAL FILING DATE: **August 21, 2006 or UNTIL FILLED**

SALARY: \$4111 - \$4997 per month
(If a Staff Services Analyst is hired, the salary will be \$2632-\$4155.)

POSITION LOCATION: Business Operations & Program Support Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES: - Under general supervision from the Staff Services Manager I, the incumbent is responsible for the facilities, telecommunications, and contract management and functions for the Department on a statewide basis. Duties include: reviews incoming space acquisition and alteration requests for Department facilities and determines feasibility and appropriate action; works with DGS to negotiate office space leases and monitors related activity during the term of each lease. Establishes and monitors architectural revolving fund accounts for office moves and coordinates/plans office moves. Acts as liaison between Department and control agencies regarding facilities management issues. Performs journey level, analytical telecom projects for the Department. Assesses telecom needs; identifies solutions; determines appropriate equipment and services; and prepares annual Telecom Plan. Assists in managing the Department's facilities and telecommunications contracts to determine the feasibility and appropriate bid methods. Serves as the department's Cal-Card Coordinator and administers the department's Buy Recycled Program. Develops and updates policies and procedures as needed and performs projects and tasks relating to the department's business services operations, that may include, but is not limited to, legislative analysis, contracts, purchasing, waste management, forms management, and records management.

DESIRABLE QUALIFICATIONS:

- Ability to work collaboratively and effectively with local, state, federal, public and private entities.
- Ability to effectively resolve conflict.
- Experience interpreting and administering state and federal statutes and regulations.
- Possess strong organizational skills.
- Excellent writing and oral presentation skills.
- Excellent attendance and punctuality.
- Knowledge of Microsoft Word and Access.

WHO MAY APPLY – State employees who are currently at the AGPA/SSA level, those within transfer range or individuals with list eligibility that are reachable (in the top three ranks). Applications will be screened and only the most qualified will be interviewed. For further technical information regarding this position, please contact Julie Solomon at (916) 327-7170 or CALNET 8-467-7170. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and **RPA #06-OMB0001** under the job title).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Mabel Miramon (#06-OMB0001)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-2953 or CALNET 8-485-2953

RPA #06-OMB0001 jr

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.